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ABSTRACT

The 57 institutional members of Region IV of the National University Continuing Education Association (NUCEA) were asked to provide information on computerization for teaching and conference use. Forty institutions (70 percent) responded. Sixty percent of the respondents indicated having a computer teaching facility. Of the 16 schools without a teaching laboratory, 13 did have computerized registration programs. Three institutions had neither, and 2 of the 40 had no plans to automate for either purpose. Thus, the teaching function was given a high priority, but not as high as that given to computerized office services. IBM, Zenith, and Apple hardware were the top 3 types used for teaching, and 24 types of software were used. Business and professional applications such as accounting and financial planning are projected to increase sharply, conference and noncredit offerings were expected to be instituted in five institutions, and credit programs were expected nearly to double. The largest subject area currently being taught was computer training. Introductory courses were projected to decline, however, and applications courses were projected to stay about the same. Fees ranged from none to $700 depending on course hours and level. Most institutions were experiencing and still expected an increase in teaching lab usage. IBM equipment was predominant among the 29 institutions with a computerized registration system, and 40 percent created their own program configuration. (The survey data are summarized on the copy of the questionnaire provided.) (MN)

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COMPUTER USAGE SURVEY FOR NUCEA REGION IV

SUMMARY AND OBSERVATIONS

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U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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November 12, 1986

TO: Region IV NUCEA Members

RE: Computer Usage Survey

Last summer Cynthia White and I sent a questionnaire to the institutional representatives of the Region IV NUCEA membership. We are pleased to enclose a copy of the summary of the data and a few observations about it to those who indicated they would like to receive it. A presentation of this information was made at the Region IV Minnesota meeting.

I would like to thank you personally for your part in contributing to the collection of this data. We had a 70% return with 40 out of the 57 institutions responding. The survey has resulted in compilation of a lot of interesting information, even though not 100% representative, and we are happy to share it with you. If you have questions or would like to discuss any of the information, please let us hear from you.

Best wishes,

Elizabeth Jeska

Elizabeth Jeska
Coordinator
Office of Continuing Education

EJ:pje

COMPUTER USAGE SURVEY FOR NUCEA REGION IV

SUMMARY AND OBSERVATIONS

Continuing Education
through Iowa State University
University Extension

Office of Continuing Education | 102 Scheman Building | Iowa State University | Ames, Iowa 50011 | 515/294-6222

Part I: Computer Training Laboratories/Classrooms

The fifty-seven institutional members of Region IV of NUCEA were asked to provide information on computerization for teaching and conference use, using the enclosed survey form. The forms were mailed to the institutional representatives, who were asked to complete or forward them to appropriate persons. Forty institutions responded, for a 70% return. The data collected is summarized on the enclosed form copies. Some facilities within institutions were missed where more than one campus was involved, and seventeen did not respond, but the information collected seemed quite representative.

Sixty per cent of the survey respondents from Region IV indicated that they had a computer teaching facility (24 of 40). Sixteen of these also had computerized conference registration programs. Of those who did not have a teaching laboratory (16 of 40), thirteen did have computerized registration programs. Three had neither, with two out of forty having no plans to computerize for either purpose. This would indicate that the teaching function is a high priority, but not as high as computerized office services for providing conferee materials and conference management information (24:29 or 60%:73%).

Hardware listings include multiple responses, with 76% IBM, 28% Zenith, and 24% Apple hardware being the major types used for teaching. Software listings are also multiple, with Lotus 123, and D-Base II and III being taught by the majority, 62% and 55% respectively. Twenty-four different types of software were used.

Present course offerings were compared with indicated future subject matter focus. Business and professional applications such as accounting, financial planning, etc. are projected to increase sharply. Conference and non-credit offerings were expected to be instituted in five institutions, and credit programs were expected to almost double. The largest subject area was computer training at present. Introductory courses were projected to decline sharply. Their time may be past. Applications courses were projected to stay the same, while computer literacy showed a decline, among those reporting.

Fees ranged from 0 to $700, depending upon the number of hours and level. Fifty-two per cent of fees were from $50-$100, with the average fee being $75 for six hours of training. Six reported fees of $100-200, and five from $200-700, for up to a week of training.

The majority of institutions (52% and 55%) were experiencing, and still expected an increase in teaching lab usage. Only four expected and experienced less use. The same level of use was expected to continue by 48% of the respondents. This positive response from thirty of the forty seems to indicate a strong continuing need and rising trend for computer teaching, although the focus is changing. Those who are experiencing declines may wish to review subject matter areas and do some needs assessment analysis. It seems worth the effort.

Computer Usage Survey Summary and Observations

Part II: Computerized Registration System

Computerized registration systems were in use by 29 of 40 institutions, or 73%. Eight of the eleven who had none, planned to institute them or were in the process. All of these eight also have teaching labs or access to them. If this trend generalizes to all Region IV institutions, 92% will be computerized before long. 52% have been in operation 3 or more years; 31% from 1-2 years; and 19% less than 1 year.

No Apple hardware was listed by the respondents for these functions, however we learned that the Univ. of Chicago is using them at one campus which did not get a copy of the survey request. IBM equipment was predominant, being combined with networks, main frames, and word processors, as well as standing alone.

24% of respondents said they developed their own programs, and the next largest group reported using D-Base software. When these groups are combined, it shows that 40% created their own program configuration, as we did, probably because there have been no convenient packages out there which would meet individual needs. Desired functions varied, but participant lists were programmed by all, with mailing labels, receipts, acknowledgments and nametags following closely. Upgrading plans were common to nearly all, and additional functions were being added as shown. On-site registration by computer is very desirable, but presents problems of entry time, immediate printing of nametags and receipts, and incorporation of names into lists. Some institutions have developed various ways of doing this (such as Purdue), and perhaps we can share information if people are interested.

Full time salaried computer analysts were a small number, but highly paid. The highest salary here was for an executive who also had other duties. Many people utilized students or borrowed talent from other departments.

Plan on spending $10,000 or more for a fairly complete system. With main frame usage, it can go to $100,000 for hardware and software. Although people indicated cost savings in excess of $1000, this is difficult to evaluate because we did not define the basis, and did not wish to make the survey too complicated to answer quickly. For that same reason, we did not ask specific questions about networks, although many people are considering that option now. This is another area where shared information would be very helpful.

With this in mind, we invite you to stop in and see our program if you wish, and will be happy to receive your thoughts about starting a user group for Region IV that could meet over our Telebridge system or someone else's bridge, for the cost of a phone call. Best wishes! Thanks for your response.

Continuing Education
through Iowa State University
University Extension

August, 1986

COMPUTER USAGE SURVEY FOR NUCEA REGION IV
FOR CONTINUING EDUCATION OFFICES AND DEPARTMENTS

Elizabeth Jeska, Office of Continuing Education, Iowa State University
Cynthia White, Adult Education, Iowa State University

Part I

1. Do you have a Computer Training Laboratory Classroom for computer course offerings? 24 Yes 16 No

2. If you do, what amount and kind of hardware and software do you have?

   Hardware: List attached

   Software: " "

3. What is your cost investment range for hardware and software?

   2 $1000 - 4999 2 $5000 - 9999 20 $10000+

4. What kinds of courses have you offered?

   List attached

   Average fee per course? $ Range: Free/$25 to $700
   $0-49 2 $50-100 14 $100-199 6 $200+ 5

5. What usage trends are you experiencing?

   15 More than past years 4 Less 11 About the same

6. What usage trend do you foresee in the next few years?

   16 More than past years 4 Less 14 About the same

7. In what course areas will you focus your main efforts?

   List attached

COMPUTER USAGE SURVEY FOR NUCEA REGION IV

FOR CONTINUING EDUCATION OFFICES AND DEPARTMENTS

Part II

1. Do you have a computerized registration system? 29 Yes 11 No

If your answer to question #1 is No, please skip to question #11, and proceed.

2. How long has your system been in operation?

5 0 - 1 year 10 1 - 3 years 14 3+ years

3. What kind of hardware are you presently using?

List attached

4. What kind of software are you presently using?

List attached

5. What functions will your program perform?

	Yes	No
Name Tags	24	5
Receipts	27	2
Acknowledgments	25	4
Mailing Labels	28	1
Hotel Rosters	14	15
Travel Schedules	7	22
Participant Lists	29	0
Workshop Lists	27	2

Please list any additional uses:

List attached

6. What functions do you anticipate adding to your program?

List attached

7. What kinds of changes or improvements would you like to make in your present computerized registration program?

List attached

8. What was your cost investment range for both your software and hardware?

3 $1000 - 4999 8 $5000 - 9999 18 $10000+

9. What kind of cost savings have you realized from this system?

5 $0 0 $50 - 399 2 $400 - 999 15 $1000+

10. Do you have a resident computer programmer/analyst?

14 Yes 5 full time 7 part time 16 No

$ See range Salary 7 annually $25,000 (3) to $40,000 5 hourly $6.50 to $35.00

If you answered questions #1 - 10, you have completed the questionnaire. We thank you for your assistance and cooperation.

11. Do you plan to institute a computerized registration system?

8 Yes 3 No

12. If yes, have you selected your hardware and software? 3 Yes 5 No
If so, please list the kind of hardware and software.

Hardware: DEC Rainbow Micro, IBM, Apple

Software: Custom program (2), Poise, Jazz

13. What functions would you like to include? (Use question #5 for your response.) All listed (6); all but hotel & travel (2)

Computer Usage Survey for Region IV, NUCEA Part I

I:2 CLASSROOM SOFTWARE USED

PROGRAM	NO. OF USERS
LOTUS 123	19
D-BASE III	10
D-BASE II	6
WORDSTAR	8
WORD PERFECT	5
MULTIMATE	4
DOS	4
APPLEWRITER	2
MULTIPLAN	2
SUPERCALC 3	2
VISICALC	2
SIDEKICK	2
OTHERS*	12

*Listed in report
DAC, R-BASE 4000, PC FOCUS, VOLKSWRITER, PFS FILE & WRITE, LEADING EDGE, REFLEX, NEW WORD, ALADIN, DATAEASE, D WRITE

I:2A HARDWARE

	USERS	PER CENT
IBM	22	45
ZENITH	9	18
APPLE	8	16
MAIN FRAME	2	4
OK DATA	2	4
COMPAQ	1	2
EPSON	1	2
COMMODORE	1	2
ITT	1	2
LEADING EDGE D	1	2
DEC RAINBOW	1	2

I:4 CLASS OFFERINGS

COURSES	NO. GIVING
LOTUS 123	14
SYMPHONY	3
INTRODUCTION	14
WORD PROCESSING	9
COMP. LITERACY	3
APPLICATIONS	3
PROGRAMMING	2
PASCAL	3
BASIC	3
DATA BASE MGT.	10
DOS	4
VISICALC	2
MICROS/EDUCATORS	2
COMPS. FOR KIDS	3
ACCOUNTING	1
FINANCIAL PLG.	1
SYSTEM SELECTION	1

I:7 AREAS OF FUTURE FOCUS

COURSES	OFFERERS
BUSINESS	9
EDUCATIONAL	8
SPREADSHEETS	4
INTRODUCTORY	4
APPLICATIONS	3
GRAPHICS	2
D-BASE III	2
INFO. MGT.	3
CONFERENCES	2
NON-CREDIT	4
INDEP. STUDY	1
STAFF TRAINING	1
PROFESS. APPS.	1
ACCOUNTING	1
COMP. LITERACY	1
ADV. LANGS.	1
TELECOMMS.	1

University Extension

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II3 HARDWARE	USERS
IBM	23
MAIN FRAME/VAX	6
ZENITH	4
WANG	2
NCR	1
MICRODATA	1
LDG EDGE D	1
LANIER	1
HONNIS	1
EPSON	1
CPT W PROC	1
COMPAQ	1
CIT	1
ALTOS	1
ALPHA MICRO	1

II4 SOFTWARE	USERS
OWN PROGRAM	13
D BASE III	9
LOTUS 123	4
DOS	3
SUPERCALC	3
MICROSOFT	2
P C FILE	2
ONE LISTING EACH	19

PEOPLEWARE	FINAL WORD	ALPHABASE
DATA MANAGER	INFO	IBM
SYMPHONY	FOCUS	WORD
OS/IMS	X-TRIEVE	PFS FILE
MULTIMATE	NEW WORD	PFS REPORT
BURROUGHS MW	SYSTEM	DATA EASE
	ASSEMBLER	LANGUAGE

II5 ADDL PROGRAM FUNCTIONS

FINANCIAL REPORTS	13
CEU ROSTER	12
CEU CERTIFICATES	4
RECORD SUMMARY	3
ON SITE REGISTRATION	3
ACCOUNTING	3
WORD PROCESSING	2
STUDENT RECORDS	2
PROGRAM DATA	2
INVOICES	2
DAILY DEPOSIT FORMS	2
COURSE DESCRIPTIONS	2

ONE LISTING EACH OF:

SPREADSHEETS	GRAPHICS
TRANSCRIPTS	POSTCARDS
ORG ROSTERS	MARKETING
BROCHURE COPY	& DESIGN

II6 ADDL. FUNCTIONS ANTICIPATED TO ADD

NAME TAGS (5), FINANCIAL REPORTS (2), RECEIPTS, ACKNOWLEDGEMENTS, LABELS, HOTEL ROSTERS, TRAVEL SCHEDULE, OFFICE AUTOMATION, CONFERENCE CALENDAR, MARKET RESEARCH, HISTORICAL ARCHIVE FILES, CONTRACTS, BOOKKEEPING (CREDIT), ADMISSION PROGRAM, WORKSHOPS LIST, ACCOUNTING, CERTIFICATES, SIGNS, BROCHURE DEVELOPMENT, EVENT TICKETS, NETWORK TO MCINTOSH

II7 CHANGES OR IMPROVEMENTS DESIRED

ON-LINE REGISTRATION (6), HARD DISK (2), SIMPLIFICATION, PRINTOUT IN OFFICE, STAFF TRAINING, ACCOUNTING FUNCTIONS, MORE SPEED, IMPROVED RETRIEVAL, BUDGETS, UPGRADE HARDWARE, UPGRADE SOFTWARE, INTEGRATED UNITS, LASER QUALITY ON TRACTOR FEED, PORTABLE UNITS FOR 'ON-SITE' REG., TELEPHONE REGISTRATION, COMPLETE REG. OF STUDENTS, CENTER SCHEDULING, IN-HOUSE REGISTRATION, MULTI-FORM LABELS, UP-TO-MINUTE REGISTRATION COUNT